



**Fees:**

There will be a photocopying charge of \$.15 per page or scanning charge of \$.10 per page for each record. There is a separate charge for the costs to mail records. In addition, after the first hour, \$30/hour will be charged for staff time to process your request. All fees are payable by exact cash, cashier's check, money order, or credit card with a 2.49% fee (with a \$1.49 minimum) in advance of receiving the record.

**Public Records Officer:**

Name: Linda Ridge or Malinda You Phone (206) 477-4342

Fax: (206) 205-1360 E-mail Address: [SCAdminRecordsOffice@kingcounty.gov](mailto:SCAdminRecordsOffice@kingcounty.gov)

Request Received: \_\_\_\_\_ at \_\_\_\_\_ AM/PM

By: \_\_\_\_\_